<u>RESPONSE</u>

   The Response event is used when filing a "response" or "reply" to a previously filed objection or opposition. If you are filing initial opposition to a motion, application, etc., please use the Opposition or Objection events. This event may also be used to file Amended or Supplemental Responses.

STEP 1   Choose **Bankruptcy** or **Adversary** from main menu

STEP 2   Choose **Response/Objections** category

STEP 3   Choose **Reference an Existing Motion/Document** sub-category

STEP 4   Enter case number; click [NEXT]

STEP 5   Select **Response** from drop down list; click [NEXT]

STEP 6   If filing this document with joint counsel place a check in the box next to "Joint Filing with Other Attorney(s)" and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen

STEP 7   Select party or click [ADD/CREATE PARTY]; click [NEXT]

   ☞   *TIP - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to the next screen.*

STEP 8   Upload the PDF document and any attachments, click [NEXT]

   ☞   *TIP - Supporting documents such as Certificates of Service and proposed orders are added to the event as ATTACHMENTS to the Response.*

STEP 9   Select the appropriate category to which the Response refers; click [NEXT]

   ☞   *TIP - In large cases, you can narrow the search criteria by entering a document number or a range of document numbers in the appropriate fields.*

STEP 10   Place a check in the box next to the document to which you are responding; click [NEXT]

STEP 11   Docket text appears; select applicable prefix if necessary (e.g. *Supplemental)*; review for accuracy; click [NEXT]

      ☛   *TIP - Other than the selection of a prefix, text of docket entry <u>cannot</u> be modified from this screen; if modification is necessary, use the [BACK] button on your browser.*

      <u>SAMPLE DOCKET TEXT</u>

      Response to Opposition to Motion for Relief From Stay Filed by Michael Smith on behalf of Cendant Mortgage (related document(s)[143]). (Smith, Michael)

STEP 12   Final docket text appears; click [NEXT] to submit

      ☛   *TIP - This is the last opportunity to change information or abort transaction.*

STEP 13   **Notice of Electronic Filing** displays